

SOFTScale™: Quick Start Guide

Before you get started: Optimizing your Takeoff Experience

1. Familiarize yourself with the Plan before getting started.
2. Does the Plan include an overall Site Plan? If there are multiple sheets start the takeoff on the sheet that covers the largest area so that you may use the **Locate Alternate Plan** tool to jump between multiple detail sheets. (Applies to On Screen and Digitizer Modes)
3. Decide where you want to save the drawing and takeoff file while you are working on them.
4. Use the Right-Click button often when attempting an action, the context sensitive menu changes depending on what is likely to be done next.

Getting Started: First takeoff – On Screen Mode

1. Click the **File** menu and select **New** from the drop down list.
2. Select **On Screen Mode** click Ok.
3. The **Select Drawing File** dialog box will appear. Select the location of the drawing file you wish to use and click **Ok** or **Open**.

Getting Started: First takeoff – Digitizer Mode

1. Click the **File** menu and select **New** from the drop down list.
2. Select **Digitizer Mode** and click Ok.

The Basic Functions:

Starting a Scale on a Drawing File:

1. **Right click** the mouse anywhere on the canvas then proceed to **left click** the very first option “**Set Scale / Start Job**” or go to **Options** then select **Set / Convert Scale**.
2. Then select “**Use dimension line of known distance on drawing**”. After selecting you will be prompted to select the two end points of the scale. Notice the cursor changes to a **pencil**.
3. Select the beginning and end points of the scale and enter the length when prompted.

Starting a Scale and Setting Reference Points on a Digitizer:


1. Follow the On-Screen Prompts (Center-Screen Help Bar)
2. First, **Set the Scale** using a dimension line or a **Digitizer Based Scale**
3. Next, choose two Reference Points on the Paper Plan. Consider marking on the plans the reference points.

- Digitizer Users-

For the remaining, please note that **left-click** and pressing on the digitizer point may be interchanged.

Name, Color, Line Style, Elevation and Layer:

Most measurement types allow you to enter a Name, Color, Line Style, Elevation and Layer. When offered, the name field should be entered so that you may easily identify the item in the reports.



Color, Line Style and Layer options are not necessary to enter however, for large and complicated jobs the View Layers  option will allow the view to be customized.

Elevation typically denotes "Top of" unless otherwise specified.




Length, Area, Count and Text Measurements:

The Length , Area , Count  and Text  Speed Buttons are the basic measurement functions.


Enter Lengths

1. Use the Length  speed button and enter a name
2. Choose 2D Line, 3D Line or Pitched Line
3. Use the **Left-Click** or **Left-Click and Drag** method to trace the line
4. Use the  button to add a non-continuous segment
5. For 3D Lengths note the Step Up and Step Down options


Enter Areas

1. Use the  speed button and enter a name
2. Choose 2D Area or Pitched Area
3. Use the **Left-Click** or **Left-Click and Drag** method to trace the line
4. Use the  button to add a non-continuous area
5. Use the  button to subtract an area




Enter Count

1. Use the  speed button and enter a name
2. Choose a symbol from the Various groups
3. **Left-Click** the location of items to be counted

Enter Text

1. Use the  speed button and enter a name
2. Use the "Count" check box to also count each instance
3. **Left-Click** the location of items to be marked off / counted

Quantities

1. Use the  speed button to view the Answer List
2. Use the  speed button to transfer all quantities to Excel
3. Use the Category Tab from the  Speed button to sum various measurements by choosing a Measurement Category and pressing **Control + Left Click** to select multiple items.